



## SIMS Learning Gateway Parent and Carer User Guide

### Introduction

SIMS Learning Gateway (SLG) is an internet-based platform which gives students and parents/guardians secure access to the student's personal data from our School Information Management System (SIMS). This system allows you to view your child's timetable, attendance, behaviour/achievement points, school reports and homework live 24 hours a day on an easy to use website. Access to the SLG is strictly controlled and only adults with parental responsibility and students will be allowed access to this data.

The school must hold a **valid, current email address** for you to be set up for SLG. Please ensure that you advise the school office of any changes in important information as soon as possible, including any changes to email addresses.

Please ensure that you keep a record of your username.

### System requirements

In order to access the SLG Parent site, you need a reliable internet connection. We recommend Microsoft Internet Explorer as your web browser to use SLG.

### SLG Security

The data stored is highly sensitive and therefore security must be a priority.

It is your responsibility to ensure that your username and password are kept private. Whilst the software has been designed to prevent access to highly personal student information, access to the site must be restricted. If the option is available, do not select the **Remember my password** check box when logging into the site because this would enable anyone with access to your computer to log into the site.

As a security feature, if you log in and do not use the site for a short amount of time, when you attempt to use it, the site will take you back to a blank log in page and you will need to log in again. Always log out of the website when you have finished using it.

### Initial log-in

The following instructions are for initial log-in. Future log-ins will follow the same process but will not require you to select **I want to change my password after logging in**.

1. Access the Saint George's School home page by typing in the address bar of Internet Explorer:  
<http://www.saintgeorgescofe.kent.sch.uk/> and press enter.  
Select **Parents, SIMS Learning Gateway** at the top of the page by hovering the mouse over the drop down arrow and selecting the option:

A screenshot of the Saint George's Church of England School website. The header features the school's logo and name. Below the header, there is a navigation bar with links for Home, Student Zone, Parents Info, School Info, Curriculum &amp; Learning, and Galleries. To the right of the navigation bar is a dropdown menu for 'Parents' with several options: Accelerated Reader, Edmodo, Parents Evening Booking System, and a highlighted option 'SIMS Learning Gateway'. Social media icons for Twitter, Facebook, and YouTube are also visible in the top right corner.

2. Using the username and password that you have been issued with, in the first box type in your SLG username, in the next box type in your password, select I want to change my password after logging on and click Sign In.



Type your username here

Type your password here

Security:

This is a public or shared computer

This is a private computer

I want to change my password after logging on

Select this on initial log in only  
[Click Here](#) if you have forgotten your password.

**SIGN IN**

**Click to sign in**

### Password criteria

You will now be prompted to change your password to something more memorable to you. The new password must comply with the following conditions:

- 1 English upper case character (A through to Z)
- 1 English lower case character (a through to z)
- 1 number (0 through to 9), or symbol (non-alphabetic characters such as !, \$, # or %)
- Minimum of 6 characters in length
- Must not contain your account name or parts of your account name that exceeds two consecutive characters

**Please note the password has to be changed at least once every 180 days and 3 previous passwords are remembered by the system and cannot be re-used.**

3. Enter the password you were issued with into the **Old password** box, enter your **New password** into the **New password** box and the **Confirm new password** box, then click **Change Password** as per the screen shot below:

**CAPITA CHILDREN'S SERVICES**

Your password has expired and must be changed. Please change your password now. Your new password must meet the complexity requirements which can be found by [Clicking Here](#).

Old password:

New password:

Confirm new password:

**Change Password**

© 2014 Capita Childrens Services ISA1. [Click Here](#) for the Service Status Blog.

Like many websites, this service uses software cookies. By logging in you are accepting cookies that will be installed on your computer. For further details on our cookie policy and to read our full privacy statement please [Click Here](#). Capita reserves the right to monitor and / or record the use by any person of Capita networks and / or systems and to take action as appropriate to ensure such use complies with the conditions of use.

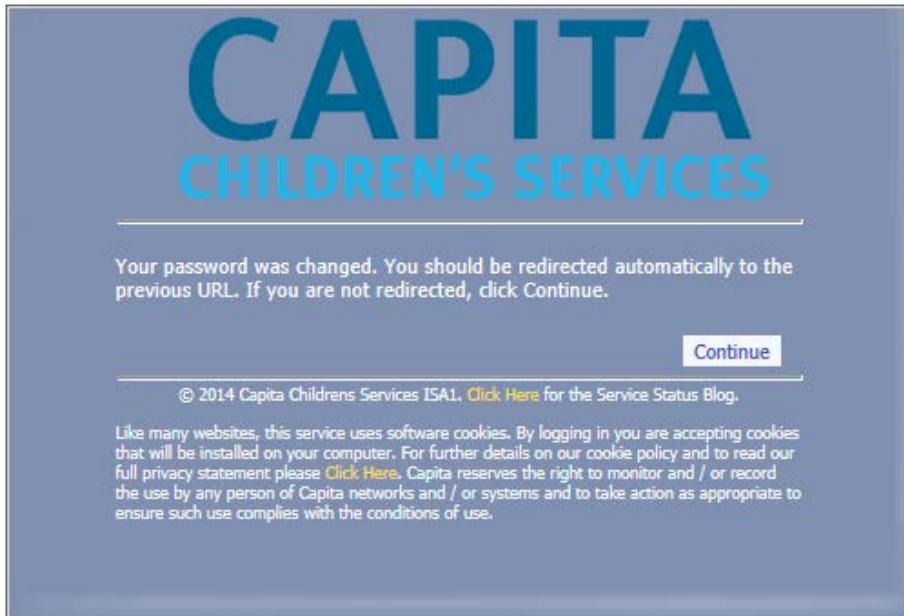
**Enter your initial password here**

**Enter your new password here**

**Enter your new password here**

**Click Change Password**

If your new password is accepted, you will see the following screen:



If your change of password is not successful, you will be given the reason why and you will have the opportunity to try again:



Please ensure that the old password is entered correctly and that the new password meets the criteria listed on page 2.

**Please note: when logging in to SLG you must login successfully within 5 attempts, or your account will become locked, without any alerts. You will need to wait for a period of at least 1 hour before you will be able to try again; if you have set your security question, you will be able to request a new password after 1 hour, please refer to the instructions on page 7.**

4. Now immediately set your security question and answer; this is the only way you will be able to reset your password yourself if you forget it.

## Setting up a security question and answer

This must be performed immediately after first logging into the site. You can change your security question and answer at any time by following the instructions below:

1. To access the security question and answer section please either follow the prompt on the SLG home page:

The screenshot shows a red header bar with the text "Important notice". Below it, a message reads: "If this is the first time you have visited this website, or you haven't done so already, please click [here](#) to enter your security question and answer. This is important if you wish to reset your SLG password at a later date." A blue arrow points from the word "here" to a blue link. The background of the page is white.

Or on the left hand side of the page, click on the **My SLG Account** link beneath **PARENTS SITE**:

The screenshot shows a dark red sidebar with the text "VIEW ALL SITE CONTENT" at the top. Below it, under "PARENTS SITE", there is a list of links: "My SLG Account", "School Details", and "My Children Dashboard". The "My SLG Account" link is highlighted with a blue box and a blue arrow pointing to it from the text "Click My SLG Account" above it.

2. Enter a question into the **Security Question** field.

The question must be something that only you know the answer to, but at the same time is easy to remember. Examples include your mother's maiden name, your first school or favourite pet.

The screenshot shows a form titled "▼ Change Security Question and Answer". It contains two input fields: "Security Question" and "Security Answer". Below the fields is a "Change" button. A blue arrow points from the text "Enter a security question" to the "Security Question" field.

3. Enter the answer in the **Security Answer** field and click **Change**:

The screenshot shows the same form as the previous one, but the "Security Answer" field now contains some text. A blue arrow points from the text "Enter the answer" to the "Security Answer" field. Another blue arrow points from the text "Click Change" to the "Change" button.

If the question and answer is accepted you will see the following screen:

The screenshot shows a message box with the text "▼ Change Security Question and Answer" at the top. Inside the box, a message says "Security Question and Answer successfully changed."

If your change of question and answer is not successful, you are given the reason why and the opportunity to try again.

## Introduction to the SLG home page

When you log into SLG, the home page is displayed.

Announcements are displayed on the home page and parent-specific links are on the left hand side of the screen.

The screenshot shows the homepage of Saint George's Church of England School. At the top, there is a navigation bar with links for 'Home' and 'Parents'. A 'Important notice' section contains text about security questions and a link to click here. Below this, there is a 'VIEW ALL SITE CONTENT' button and a 'PARENTS SITE' menu with options for 'My SLG Account', 'School Details', and 'My Children Dashboard'. On the right side, there is a circular logo for ParentPay and a link to open the Parent Pay website. The background features a red banner with the school's crest and name.

## Log out of SLG

1. Click on the **User Menu** at the top of the page, where it says **Welcome <your name>**.
2. Click **Sign Out**:

The screenshot shows the User Menu with a blue border around the 'Sign Out' button. The menu includes options for 'My Settings', 'Sign in as Different User', and 'Sign Out'.

3. Click **Close Window** to close the browser window:

The screenshot shows a log off confirmation page from Capita Children's Services. It displays the message 'You have successfully logged off from ISA Server. We recommend that you close all browser windows at this time.' and a 'Close Window' button. At the bottom, there is a copyright notice and a link to the Service Status Blog.

## My SLG Account

Click the **My SLG Account** link on the home page.



From here you can:

- view your personal details
- change your password
- change your security question and answer

### View your user account details

The **View My User Account** panel displays your details as stored by SIMS. If any of these details are incorrect, please email [offadmin@saintgeorgescofe.kent.sch.uk](mailto:offadmin@saintgeorgescofe.kent.sch.uk).

First Name	<First Name>
Last Name	<Last Name>
Current Home Address	<1st Line of Your Address> <2nd Line of Your Address> <3rd Line of Your address> <Your Postcode>
Email Address	<Your email address>
User Name	SGSCE-<last name><1st initial>@HOSTED.CAPITA-CSO.co.uk
User Name (pre-Windows 2000)	HOSTED\SGSCE-<last name><1st initial>

### Changing your password

1. Click **Change My User Account Password**
2. In the panel that appears, enter your **Old Password** and your **New Password**, re-enter your **New Password** and click **Change**. Please ensure your new password meets the criteria listed on page 2.

Your new password must comply with this site's Password Policy

Old Password	Enter Old Password
New Password	Enter New Password
Confirm New Password	Enter New Password

Click Change

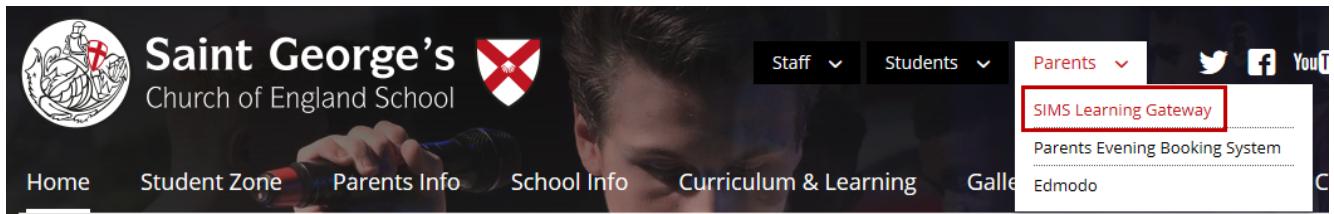
If your change of password is not successful, you are given the reason why and the opportunity to try again.

### Changing your security question and answer

Please refer to the instructions on page 4.

## **Forgotten your password**

1. Go to the log on page via the Saint George's School home page <http://www.saintgeorgescofe.kent.sch.uk/>. Select **Parents, SIMS Learning Gateway** at the top of the page by hovering the mouse over the drop down arrow and selecting the option:



2. Click **Here** to go to the **Request New User Account Password** page:

SIMS LEARNING GATEWAY

User Name: \_\_\_\_\_

Password: \_\_\_\_\_

Security:

This is a public or shared computer  
 This is a private computer  
 I want to change my password after logging on

[Click Here if you have forgotten your password.](#)

**Click here**

**SIGN IN**

3. Enter your **Username (SGSCE-<last name><first initial>)**, for example SGSCE-brownj) and click **Continue**:

Password Reset Site

**Enter the Username you wish to request a new password for in the box below**

▼ Request New User Account Password

Enter the User Account you wish to request a new password for.

User Name  **Enter your username**

Continue **Click Continue**

4. Enter your **Security Answer** to the **Security Question** and click **Request**:

▼ Request New User Account Password

Enter the answer to the security question - too many failed attempts may lock the User Account

Security Question Mother's maiden name

Security Answer  **Enter Security Answer**

Back Request **Click Request**

If the password is requested successfully, the following message is displayed and your new password is emailed to you:

▼ Request New User Account Password

---

New password successfully requested.

The email will be sent from [Learning-Gateway@capita-cso.co.uk](mailto:Learning-Gateway@capita-cso.co.uk). You should use this new password, together with your username, to log in to SLG and you will need to change your password, (please refer to the instructions on page 1).

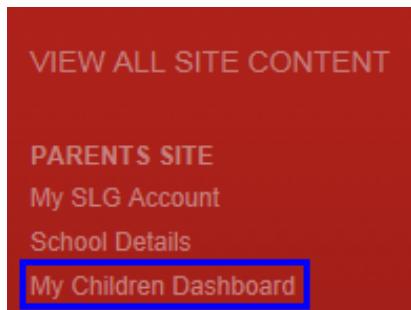
**Please note: if your user account has no email address associated with it, or you have attempted and failed to answer the security question, you are advised to contact the school for assistance, please email [slg@saintgeorgescofe.kent.sch.uk](mailto:slg@saintgeorgescofe.kent.sch.uk).**

### My children dashboard

The **My Children Dashboard** displays key information about your child or children and contains 5 main areas:

- latest announcements
- headlines
- today's attendance
- events
- my children links

Click on the **My Children Dashboard** link on the home page:



### Latest announcements

The **Latest Announcements** panel displays school and parent related announcements on an animated banner. To view a complete announcement list, click the announcement text:



## Headlines

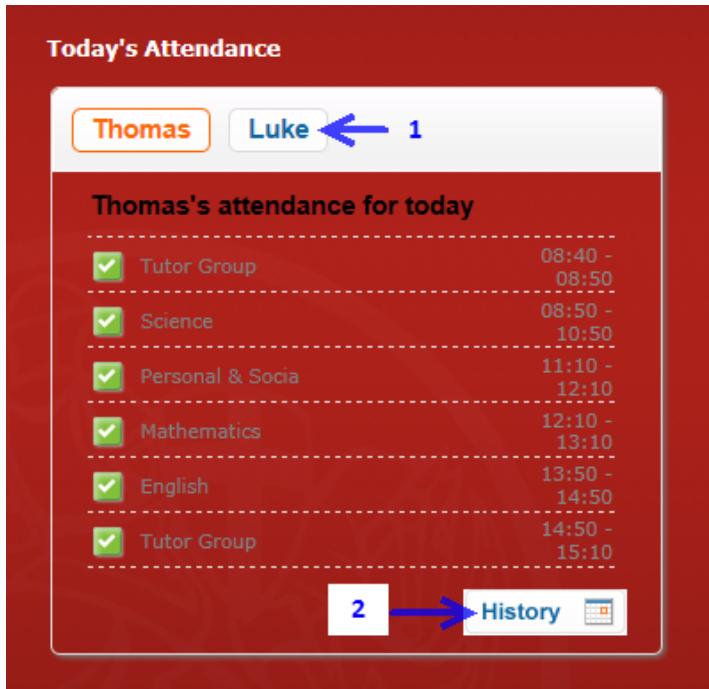
The **Headlines** panel displays important information about your child/children at a glance in a small slideshow presentation. Information includes lesson attendance, lesson lateness, total achievement points and total behaviour points, as well as some other key data, based on the current school year.



<b>1</b>	Click pause to pause the slideshow, or click the arrow to play the slideshow.
<b>2</b>	Click a circle to view an individual headline.

## Today's attendance

The **Today's Attendance** panel displays the attendance information for your child / children for the current day. If you have more than one child attending the school, to view attendance information for a different child, click their name. To view your child's attendance history, click the History hyperlink.



<b>1</b>	Click a child's name to display their attendance information.
<b>2</b>	Click the <b>History</b> link to display more attendance information.

## Attendance History

**September 2014**

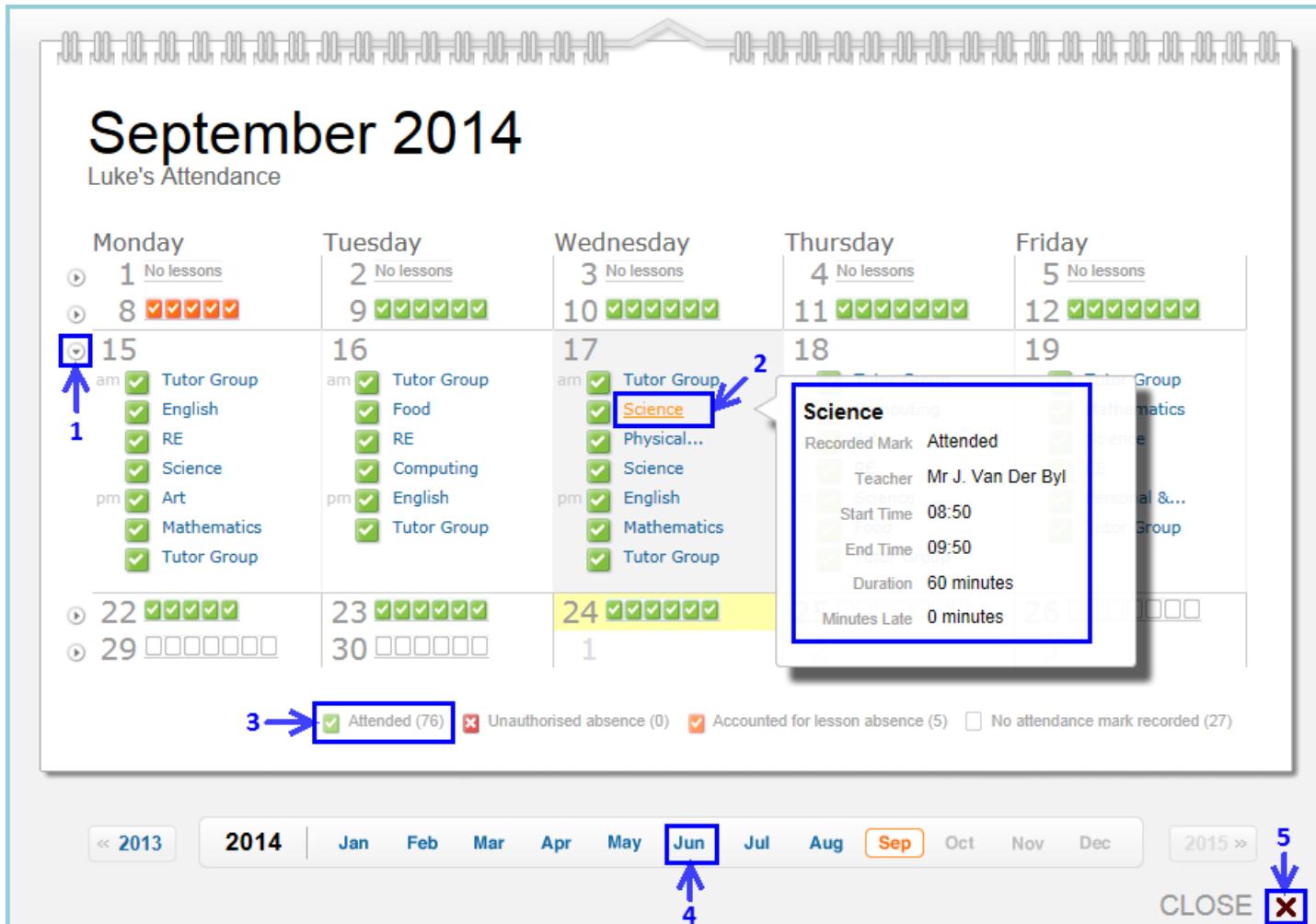
Luke's Attendance

Monday	Tuesday	Wednesday	Thursday	Friday
1 No lessons 8 ✓✓✓✓✓✓✓	2 No lessons 9 ✓✓✓✓✓✓✓	3 No lessons 10 ✓✓✓✓✓✓✓	4 No lessons 11 ✓✓✓✓✓✓✓✓	5 No lessons 12 ✓✓✓✓✓✓✓✓
<b>15</b> am ✓ Tutor Group ✓ English ✓ RE ✓ Science pm ✓ Art ✓ Mathematics ✓ Tutor Group	<b>16</b> am ✓ Tutor Group ✓ Food ✓ RE ✓ Computing pm ✓ English ✓ Tutor Group	<b>17</b> am ✓ Tutor Group ✓ Science ✓ Physical... ✓ Science pm ✓ English ✓ Mathematics ✓ Tutor Group	<b>18</b> am ✓ Tutor Group ✓ Science ✓ English pm ✓ English ✓ Mathematics ✓ Tutor Group	<b>19</b> am ✓ Tutor Group ✓ Mathematics ✓ Science ✓ English pm ✓ English ✓ Mathematics ✓ Tutor Group
22 ✓✓✓✓✓✓✓ 29 □□□□□□□	23 ✓✓✓✓✓✓✓ 30 □□□□□□□	24 ✓✓✓✓✓✓✓ 1		

3 → **Attended (76)**    Unauthorised absence (0)    Accounted for lesson absence (5)    No attendance mark recorded (27)

4

5 ↓ **CLOSE** 



<b>1</b>	Click a triangle to expand the week and view the lessons.
<b>2</b>	Click a lesson to view the details, including the attendance mark recorded for your child.
<b>3</b>	Displays the total number of attendance marks recorded in the month selected.
<b>4</b>	Navigate to a different month or year by clicking the desired month name or year.
<b>5</b>	Click the cross to close the <b>History</b> screen.

## Events

The **Events** panel displays current information in relation to the last 7 days in a number of areas such as lateness, unauthorised absences, achievements and behaviour incidents.

**Events**

**Events from : Last 7 Days**

1 Achievement - Well Done! Thomas received recognition for Ethos award. This was recorded yesterday

2 Late To Session Luke was late to AM Session on Friday last week

3 Achievement - Well Done! Thomas received recognition for Ethos award. This was recorded on Thursday last week

Yesterday More Details... Friday last week More Details... Thursday last week More Details...

Photo Late To Session  
Luke was late to AM Session on Friday last week

Prev 2 Next

Date recorded Fri 26 Sep, 2014  
Details Late to AM Session

CLOSE X

1	Click the <b>More Details</b> hyperlink to display all the information about the event.
2	Move the cursor over the left or right hand side of the box to reveal navigation tabs and click to navigate to other events as required.
3	Click the <b>Close</b> button to return to the <b>My Children Dashboard</b> .

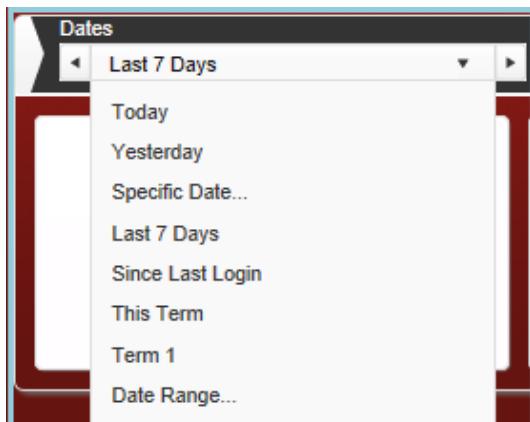
## Filtering events by date range

To filter events by date range:

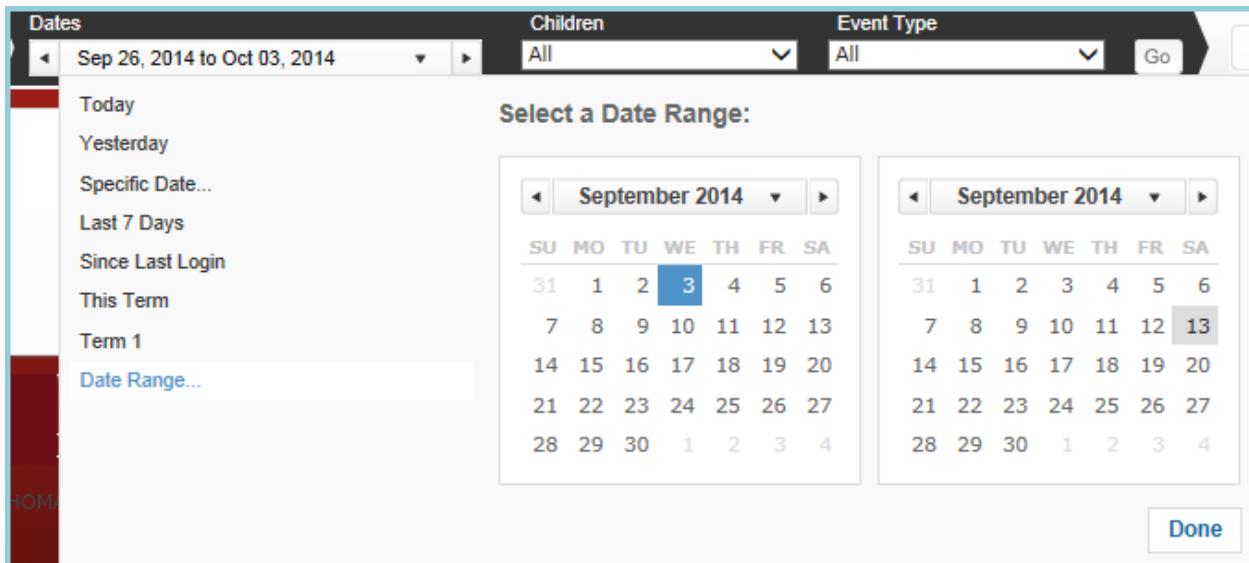
1. Click the **Filter** button.



2. Select the desired date range from the **Dates** drop-down list.



3. To choose a particular date range, click **Date Range** and select the required start and end dates.



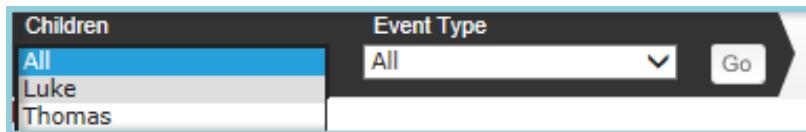
### Filtering events by child or event type

To filter the displayed events by individual child or by event type:

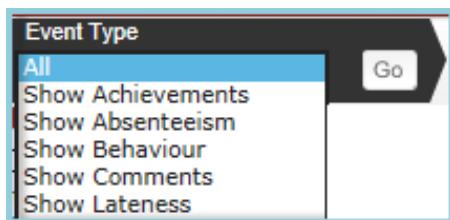
1. Click the **Filter** button.



2. To filter by child, choose the child from the **Children** drop-down list and click the **Go** button.



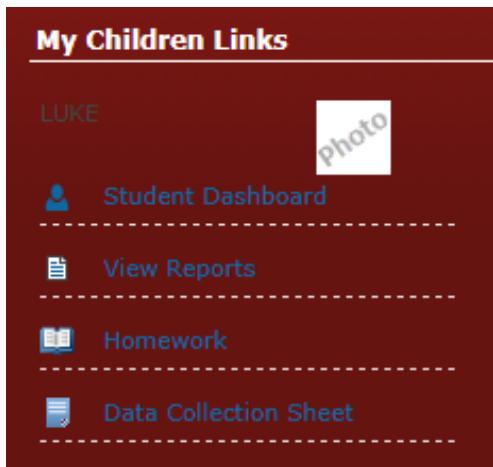
3. To filter by event type, choose the event type from the **Event Type** drop-down list and click the **Go** button.



## My Children Links

The **My Children Links** panel provides the following hyperlinks:

- Student Dashboard
- View Reports
- Homework
- Data Collection Sheet



## Student Dashboard

### Student Details

The **Student Details** panel displays your child's photo and details.

The screenshot shows a red panel titled "Student Details". At the top is a placeholder "Photo". Below it are four data rows:

- Preferred Name: Luke Terry
- Year Group: 9
- Reg Group: Blue 2
- House: Blue

At the bottom are two buttons:

- Luke's Timetable** (button 2)
- Data Collection Sheet** (button 3)

A blue arrow labeled "1" points to the "more info..." link above the details. A blue arrow labeled "2" points to the "Luke's Timetable" button. A blue arrow labeled "3" points to the "Data Collection Sheet" button.

<b>1</b>	Click the <b>more info</b> hyperlink to display all the information stored on SIMS about your child.
<b>2</b>	Click on <b>Timetable</b> to view your child's timetable.
<b>3</b>	Click on <b>Data Collection Sheet</b> to submit changes to important details about your child or children to the school, (this takes you directly to the Data Collection Sheet wizard).

## Student timetable (2)

The **Timetable** page provides a calendar function containing your child's timetable. To change the view of the timetable, click the **Day**, **Week** or **Month** buttons. To change the date range being displayed, click the **Previous Week** and **Next Week** scroll buttons beside the date ( $\leftarrow$ ,  $\rightarrow$ ).

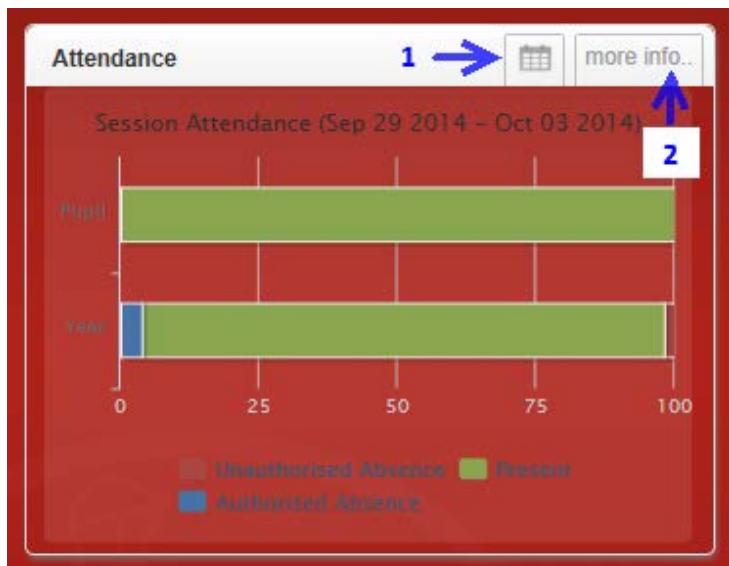
New		Actions		September 28 - October 04 2014													
				28 Sunday		29 Monday		30 Tuesday		1 Wednesday		2 Thursday		3 Friday		4 Saturday	
7 AM																	
8																	
9				8:40 AM BMon:AM - Tutor Group - NK - 27	8:50 AM BMon:1 - English - RLE - R8		8:40 AM BTue:AM - Tutor Group - NK - 27	8:50 AM BTue:1 - Food - CCH - 35		8:40 AM BWed:AM - Tutor Group - NK - 27	8:50 AM BWed:1 - Science - JVB - 17		8:40 AM BThu:AM - Tutor Group - NK - 27	8:50 AM BThu:1 - Computing - DS - 10			
10				9:50 AM BMon:2 - RE - KW - 6			9:50 AM BTue:2 - RE - LMC - L1			9:50 AM BWed:2 - Physical Education - GB			9:50 AM BThu:2 - Art - LMC - 26				
11				11:10 AM BMon:3 - Science - AAR - V8			11:10 AM BTue:3 - Computing - DS - 10			11:10 AM BWed:3 - Science - AAR - V8			11:10 AM BThu:3 - RE - KW - 2				
12 PM				12:10 PM BMon:4 - Art - LMC - 26			12:10 PM BTue:4 - Computing - DS - 10			12:10 PM BWed:4 - English - RLE - R8			12:10 PM BThu:4 - Science - AAR - V8				
1																	
2				1:50 PM BMon:5 - Mathematics - CLU - M1			1:50 PM BTue:5 - English - RLE - R8			1:50 PM BWed:5 - Mathematics - CLU - M1			1:50 PM BThu:5 - Food - CCH - 38				
3				2:50 PM BMon:6 - Tutor Group - NK - 27			2:50 PM BTue:6 - Tutor Group - NK - 27			2:50 PM BWed:6 - Tutor Group - NK - 27			2:50 PM BThu:6 - Tutor Group - NK - 27				
4																	
5																	
6																	

## Data Collection Sheet (3)

See page 19.

### Student attendance

The **Session Attendance** panel displays an analysis of session attendance.



1	Click on the calendar icon to select the current week, previous week, current academic year or term.
2	Click the <b>more info</b> tab to display details of attendance in a calendar view.

## Attendance - calendar tab (1)

The screenshot shows a sidebar with the following options:

- more info..** (with a small icon)
- Current Academic Year** (Sep 04 2014 - Oct 03 2014)
- Current Term** (Sep 04 2014 - Oct 03 2014)
- Previous Week** (Sep 22 2014 - Sep 28 2014)
- Current Week** (Sep 29 2014 - Oct 03 2014)

Select a date range as required to view a summary of attendance sessions.

## Attendance - more info (2)

The screenshot shows a monthly calendar for September 2014. Luke's Attendance is displayed. The calendar grid shows days from Monday to Friday with specific session marks (AM or PM) and attendance status (Attended or Unauthorised absence). A tooltip for session 17 (Wednesday) is shown, detailing the session type (AM Session), teacher (Mrs K. Higson, Miss N. King), and minutes late (0 minutes). Navigation controls at the bottom allow switching between years and months, with Jun selected.

Numbered callouts point to specific features:

- 1 Points to the triangle icon on the left side of the calendar grid.
- 2 Points to the tooltip for session 17 (Wednesday).
- 3 Points to the "Attended (32)" link at the bottom of the calendar.
- 4 Points to the month navigation buttons at the bottom.
- 5 Points to the close button in the bottom right corner of the tooltip.

1	Click a triangle to expand the week and view the sessions.
2	Click a session to view the details, including the attendance mark recorded for your child.
3	Displays the total number of attendance marks recorded in the month selected.
4	Navigate to a different month or year by clicking the desired month name or year.
5	Click the cross to close the <b>more info</b> screen.

## Student conduct

The **Conduct** summary provides details of achievement and behaviour points for the current academic year. Information is shown by weeks and achievement types; to switch between the views, click the scroll buttons either side of the screen (<, >).



<b>1</b>	Click on the calendar icon to select the current year, or a specific term.
<b>2</b>	Click the <b>more info</b> tab to show further details of conduct points.

## Conduct – calendar tab (1)

Current Year  
(Sep 04 2014 - Oct 03 2014)

Term 1  
(Sep 04 2014 - Oct 03 2014)

Select a year or term as required.

## Conduct – more info tab (2)

▼ Student Conduct Summary

Academic Year Academic Year 2014/2015 Refresh

Achievements - Total Points 16

Page < < 1 of 1 > > Items per page 10 Displaying 1-7 of 7 items

Date	Type	Points	Comments	Award	Award Date
03/10/2014	Ethos award	1	Highest form attendance		
03/10/2014	Exceptional circumstances	10	Out of hours event - Battersea bake sale		
18/09/2014	Ethos award	1	Attendance and participation in the school Magic: The Gathering club.		
12/09/2014	Ethos award	1	All health forms in :-)		
11/09/2014	Star of the lesson	1	Excellent thinking skills relating to topic being covered.		
11/09/2014	Ethos award	1	Attendance and participation in the school Magic: The Gathering club.		
10/09/2014	Ethos award	1	Outstanding hw		

Behaviour - Total Points 0

Page < < 0 of 0 > > Items per page 10 Displaying 0-0 of 0 items

Date	Type	Activity Type	Points	Comments	Action	Action Date
------	------	---------------	--------	----------	--------	-------------

### Our School Values and Expectations:

1	We are in the right place, at the right time, with the right equipment
2	We listen to staff, other students and co-operate with their reasonable requests
3	We respect everyone's right to feel safe, enjoy and achieve
4	We respect our school environment
5	We are responsible for our own actions

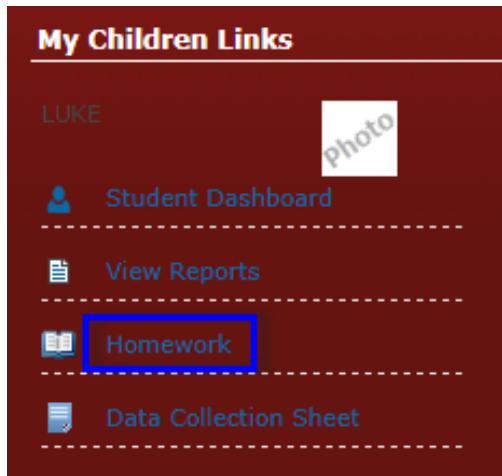
**Key Performance Indicators and Assessment screens are not in use.**

### Student reports

Guidance on how to access student reports will be available prior to 3 November 2014.

## Student homework

Details of homework set can be accessed via the **Homework** link in **My Children Links**



The homework timeline displays homework titles and descriptions for current and previous assignments for your child / children.

October 2014

M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
29	30	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19

**1** Food  
Science  
RE  
English  
Mathematics  
Computing

**2** T 7

**3** << >>

**Breakfast practical**  
Either, bring ingredients for a FEB or a cultural breakfast  
Set By: C. Chapman-Hailey on Friday, September 26, 2014 for Food-9B/Fo1-AFri:5  
Due On: Monday, October, 06 2014

CLOSE X

The current week, last week and next week are displayed by default. The current day is highlighted. Homework records are displayed according to their due date, with the nearest due date on top.

<b>1</b>	Click the required <b>homework bar</b> to display additional homework details. A pop up displays the homework title, due date, days left and who set the homework. Click the close button (X) to close the pop-up window.
<b>2</b>	The current day is highlighted yellow.
<b>3</b>	Scroll left to view the previous week's homework.
<b>4</b>	Scroll right to view next week's homework.

## Data Collection Sheet Information

### Introduction

The **Data Collection Sheet** wizard is used to submit changes to important details about your children to school. Your submissions will be reviewed and the updates incorporated into the school database. You can use SLG to update student details, contacts, medical information, meals and dietary information, travel information and ethnicity.

**Please note: after submitting a data collection sheet for a child, the Data Collection Sheet hyperlink disappears from the My Children Links panel for that child. The hyperlink will become available again when the school has incorporated the changes that you submitted into the database.**

### Entering Data Collection Sheet information

The **Data Collection Sheet** wizard can be used to review and update the information that the school stores for your child/children.

You must complete each step of the wizard. If there are no updates required for a particular page of the wizard, click the **Save and Continue** button to advance to the next page.

1. Click on **My Children Dashboard**.



2. Under **My Children Links** panel, click the **Data Collection Sheet** hyperlink to display the **Welcome** page of the **Data Collection Sheet** wizard.



**Welcome**

Name Year 9, Blue 2, Blue

**Welcome**

Welcome to the data collection wizard. This wizard is designed for you to check and update key information held by the school about your child so that the school have current information on their records.

**Student Details**

Basic details of your child eg preferred name, address and date of birth

**Contacts**

Basic details of contacts associated to your child

**Medical**

Medical information eg medical practices and medical conditions

**Dietary & Meal**

Dietary information eg meal choices and dietary preferences

**Travel**

Information about how your child gets to school, travel route

**Ethnicity**

Ethnicity and culture details about your child eg nationality, first language

**Parental Consent**

Ensure the school has up to date consent on school activities involving your child

**Finish**

Review changes and submit to school for processing

**NOTES:**

At any point of the **Data Collection Sheet** wizard, click **>** to navigate to the next page, **<** to go to the previous page, or **Start Again?** to begin the **Data Collection Sheet** wizard again without saving any changes.



Next page



Previous page

Begin the **Data Collection Sheet** wizard again without saving changes

The **Data Collection** screen shots on the following pages do not contain any student data. When you access the wizard, it will contain your child's data as stored on SIMS.

## Entering student details

The **Student Details** page enables you to review and edit your child's name, date of birth, gender, addresses, email addresses and telephone numbers. The details in the screen shot below are blank, but the fields will be populated with the data currently stored on the School Information Management System (SIMS) for your child.

The screenshot shows the 'Student Details' page with the following sections:

- Basic Details:** Fields for Legal Name, Preferred Name, Date of Birth, and Gender, each with a pencil icon for editing. Below these is a placeholder box labeled 'Photo'.
- Current and Future Addresses:** A section with a house icon and '+ Add Address' button. It includes a note: "This is Name's [home](#) address from [04/09/2012](#)".
- Emails:** A section with an envelope icon and '+ Add Email' button. It includes a note: "This is Name's [primary home](#) email address".
- Telephones:** A section with a telephone icon and '+ Add Telephone' button. It includes notes: "This is Name's [home telephone](#) number" and "This is Name's [mobile telephone](#) number".

Navigation arrows (< and >) are located on the left and right sides of the form area.

### NOTES:

All students require a current home address. It is not possible to have multiple home addresses at the same time. However, you can add a home address with a future **Start Date** if, for example, you know that you will be moving house on a specific day.

If you choose to edit a home address, you will be asked if you would like to update all the contacts that also live at the current address. Select the check box next to each person to whom you wish to apply the address changes.

## Entering contact information

The **Contacts** page enables you to review and edit the basic details, addresses, email addresses and telephone numbers of the contacts for your child.

The screenshot shows the 'Contacts' page with a sidebar on the left listing 'Contact 1 Name', 'Contact 2 Name', 'Contact 3 Name', and 'Contact 4 Name'. A blue box labeled '1' points to 'Contact 1 Name'. A blue box labeled '3' points to '+ Add Contact'. A blue box labeled '2' points to the 'Delete Contact' button. The main area contains sections for 'Basic Details' (Name, Gender, Relationship, Parental Responsibility, Priority), 'Current and Future Addresses' (with a note about the home address from 13/06/2013), 'Emails' (with notes about home and primary work addresses), and 'Telephones' (with notes about primary mobile telephone and home telephone numbers). Navigation arrows are visible on the left and right sides of the main content area.

The details in the screen shot above are blank, but the contact detail fields will be populated with the data currently stored on the School Information Management System (SIMS) for your child.

<b>1</b>	The names of all contacts stored on SIMS for your child will be listed. Click the name of the relevant contact you wish to edit and update as necessary.
<b>2</b>	To delete a contact, first select the relevant contact name and click <b>X Delete Contact</b> .
<b>3</b>	To add a new contact, click <b>+ Add Contact</b> and enter the contact's details.

## Entering medical information

The **Medical** page enables you to review and edit the information about the medical practice with which your child is registered and any medical conditions or disabilities that your child has.

The screenshot shows the 'Medical' page with the following layout:

- Medical Practices:** A section with a 'Medical Practice' input field and a 'Notes' input field. A blue box highlights the '+ Add Medical Practice' button with a right-pointing arrow labeled **1**.
- Medical Conditions:** A section titled 'Does not have the following medical conditions' containing a scrollable list of conditions. A blue box highlights the 'Has the following medical conditions' box with a right-pointing arrow labeled **2**. Another blue box highlights the 'Has the following medical conditions' box with a left-pointing arrow labeled **3**.
- Other Medical conditions:** An input field for entering other medical conditions.
- Disabilities:** A section with a '+ Add Disability' button highlighted by a blue box with a right-pointing arrow labeled **4**.

<b>1</b>	To select a medical practice, click <b>+ Add Medical Practice</b> and select the relevant practice from the drop-down list that appears.
<b>2</b>	To add a medical condition, select the condition from the list and click the <b>right scroll arrow &gt;&gt;</b> .
<b>3</b>	To remove a medical condition, select the relevant condition from the box <b>Has the following medical conditions</b> and click the <b>left scroll arrow &lt;&lt;</b> .
<b>4</b>	To add a <b>Disability</b> , click <b>+ Add Disability</b> and select from the drop-down list that appears.

## Entering meals and dietary information

The **Meals and Dietary** page enables you to review and edit your child's meal schedule (e.g. Home, Packed Lunch, Other School etc.) for each day of the week as well as to enter other dietary requirements.

The screenshot shows the 'Meals and Dietary' page. At the top, there is a header with a fork and knife icon, the title 'Meals and Dietary', the name 'Year 9, Blue 2, Blue', and a 'Start Again?' button. Below the header, there are sections for 'Meal Choices' and 'Dietary Needs'. The 'Meal Choices' section has a button '+ Add Meal Choices' with a blue arrow pointing to it (labeled 1). The 'Dietary Needs' section lists requirements like 'Artificial colouring allergy', 'Gluten free', etc., with scroll arrows (labeled 2 and 3) for moving items between two boxes. At the bottom, there is an 'Additional Needs' box with a blue arrow pointing to it (labeled 4).

The screenshot shows the 'Meal Choices' section. It lists meal options for each day of the week: Monday (Packed Lunch), Tuesday (Packed Lunch), Wednesday (School Meal), Thursday (School Meal), and Friday (School Meal). Below the days, there is a 'Clear meal choices' link.

<b>1</b>	To add a meal choice, click <b>+ Add Meal Choices</b> . Each day of the week is listed with a drop-down arrow to select the relevant meal choice. Click <b>Clear meal choices</b> if you wish to clear all choices.
<b>2</b>	To add a dietary need, select the need from the list and click the <b>right scroll arrow &gt;&gt;</b> .
<b>3</b>	To remove a dietary need, select the relevant need from the box <b>Has the following dietary requirements</b> and click the <b>left scroll arrow &lt;&lt;</b> .
<b>4</b>	Type any relevant additional dietary needs in the <b>Additional Needs</b> box.

## Entering travel information

The **Travel** page enables you to review and edit your child's travel information, including **Travel Mode** and **Travel Route**.

The screenshot shows a 'Travel' page with a header 'Travel' and 'Name: Year 9, Blue 2, Blue'. It includes a 'Start Again?' button and navigation arrows. A table lists four items with numbered arrows:

1	Travel Mode – select the relevant mode from the drop-down list.
2	Other Travel Mode – enter any relevant notes.
3	Travel Route – select the relevant bus or coach route from the drop-down list.
4	Other Travel Route – enter any relevant notes.

- |   |  |
|---|--|
| 1 | Travel Mode – select the relevant mode from the drop-down list.                |
| 2 | Other Travel Mode – enter any relevant notes.                                  |
| 3 | Travel Route – select the relevant bus or coach route from the drop-down list. |
| 4 | Other Travel Route – enter any relevant notes.                                 |

## Entering ethnicity information

The **Ethnicity** page enables you to review and edit details of your child's ethnic and religious background.

The screenshot shows an 'Ethnicity' page with a header 'Saint George's CE School DATA COLLECTION SHEET' and 'Name: Year 9, Blue 2, Blue'. It includes a 'Start Again?' button and navigation arrows. A table lists six items with numbered arrows:

1	Ethnicity – select the relevant ethnicity from the drop-down list.
2	National Identity – select the relevant National identity from the drop-down list.
3	Religion – select the relevant religion from the drop-down list.
4	First Language – select the relevant first language from the drop-down list.
5	English as an Additional Language – select yes or no from the drop-down list.
6	Speaks Welsh – select from the drop-down list.

- |   |  |
|---|--|
| 1 | Ethnicity – select the relevant ethnicity from the drop-down list.                 |
| 2 | National Identity – select the relevant National identity from the drop-down list. |
| 3 | Religion – select the relevant religion from the drop-down list.                   |
| 4 | First Language – select the relevant first language from the drop-down list.       |
| 5 | English as an Additional Language – select yes or no from the drop-down list.      |
| 6 | Speaks Welsh – select from the drop-down list.                                     |

## Parental consent

The Parental Consent page enables you to review and edit the activities you give permission for your child to be involved in.

Saint George's CE School  
DATA COLLECTION SHEET



**Parental Consent**  
Name: Year 9, Blue 2, Blue

**Parental Consent**  
please indicate below the activities you give permission for your child to be involved in

I do **not** give consent to the following activities

Data Exchange  
Internet Access  
School Visit  
Sex Education

1 → >>

2 → <<

I give consent to the following activities

Injury photographs  
Name used in press releases  
Photograph Student  
Press event images  
Video/Webcam  
Website image

Additional comments (250) → 3



<b>1</b>	To <b>add</b> your consent for an activity, select the relevant activity from the box <b>I do <u>not</u> give consent to the following activities</b> and click on the right scroll arrow <b>&gt;&gt;</b> .
<b>2</b>	To <b>withdraw</b> your consent for an activity, select the relevant activity from the box <b>I give consent to the following activities</b> and click on the left scroll arrow <b>&lt;&lt;</b> .
<b>3</b>	<b>Additional comments</b> – enter any additional notes here.

## Reviewing and submitting data sheet information

The **Finish** page enables you to review the changes that you have made throughout the wizard before submitting them to the school.

Saint George's CE School  
DATA COLLECTION SHEET

Finish  
Name Year 9, Blue 2, Blue

Once you click Finish, the information will be sent to the school to approve. During this time, the data collection sheet will not be available. Once the school have updated the student's record, the Data Collection Sheet will become available again to make further changes.  
By clicking 'Finish' you are agreeing that the changes you have made are correct.

Start Again? 4

Summary of changes  
1 Collapse All 2 Expand All 3 Finish 4

Medical Condition : Added for Name  
Dietary Need : Added for Name  
Travel : Updated for Name  
Parental Consent : Updated for Name  
Parental Consent : Added for Name  
Contact Details : Deleted for Name

Data Protection Act 1998: The school is registered under the Data Protection Act for holding personal data. The school has a duty to protect this information and to keep it up to date. The school is required to share some of the data with the Local Authority and with the DCSF.

1	Click <b>Expand All</b> to expand the summary tree below.
2	Click <b>Collapse All</b> to close the summary tree below.
3	If you agree that the changes you have made are correct, click <b>Finish</b> to submit the changes.
4	If you are not happy with the changes you can either select the left scroll arrow < to go to previous pages and review/amend the changes or click on <b>Start Again?</b> to begin the <b>Data Collection Sheet</b> wizard again.

## Experiencing difficulties logging in or using SLG

If you have any problems with logging in to SLG or any other aspect of the site, or have forgotten your username, please contact the SLG support team at [SLG@saintgeorgescofe.kent.sch.uk](mailto:SLG@saintgeorgescofe.kent.sch.uk).

## Index

### B

Behaviour ..... *See Student Conduct*

### C

#### Changing

important details about your children stored on SIMS....*See Data Collection Sheet*

your details..... *See Data Collection Sheet information*

your password..... 6

your security question and answer *See Setting up a security question and answer*

### D

Data collection sheet information..... 19

### E

Events ..... 11

Experiencing difficulties logging in or using SLG ..... 27

### F

Forgotten your password ..... 7

Forgotten your username..... 27

### H

Headlines..... 9

### I

Initial log-in ..... 1

### L

Latest announcements ..... 8

Locked account..... 3

Log in..... *See Initial log-in*  
Log out ..... 5

### M

My children dashboard ..... 8

My Children Links..... 13

### P

Password criteria..... 2

### S

Security ..... 1

Setting up a security question and answer ..... 4

#### Student

attendance..... 9, 14

conduct..... 16

dashboard..... 13

details ..... 13

homework ..... 18

reports ..... 17

timetable ..... 14

System requirements ..... 1

### U

User account ..... 6, 8

### W

Web browser..... 1